



**New Hampshire Department of Health and Human Services  
State Grant in Aid Homeless Assistance Program**

**ADDENDUM #1**

**RFA-2020-DEHS-01-STATE  
State Grant in Aid Homeless Assistance Program**

(Changes to RFP-2020-DEHS-01-STATE) are in ***bold, underlined and italicized*** text in order to enable vendors to quickly recognize changes in paragraphs and/or wording)

On March 28, 2019, the New Hampshire Department of Health and Human Services published a Request for State Grant in Aid, soliciting emergency shelter services and case management services or case management services only. The Department is publishing this addendum to:

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- 1. Delete and replace Section 3, Application Process, Section 3.3, Application Submission Deadline, Subsection 3.3.1, Schedule of Events, with the following:**

3.3.1.

Item	Action	Date
1.	Release RFA	March 28, 2019
2.	RFA Questions Submission Deadline	April 8, 2019
3.	<b><i><u>DHHS Response to Questions Published</u></i></b>	<b><i><u>April 12, 2019</u></i></b>
4.	<b><i><u>Application Submission Deadline</u></i></b>	<b><i><u>April 25, 2019 at 3 PM</u></i></b>

- 2. Delete and replace Section 1, Request for Services, Subsection 1.2 Scope of Services, Paragraph 1.2.1.3, with the following:**

- 1.2.1.3 Operate a facility in accordance with ***Exhibit C, Special Provisions***, Subsection 15 Operation of Facilities: Compliance with Laws and Regulations that includes at a minimum:
    - 1.2.1.3.1. Building maintenance and repair.
    - 1.2.1.3.2. Security systems.
    - 1.2.1.3.3. Heating and possible cooling equipment.
    - 1.2.1.3.4. Property and business insurance.
    - 1.2.1.3.5. Utilities and furnishings.
    - 1.2.1.3.6. Amenities such as bathrooms

- 3. Delete and replace Section 1, Request for Services, Subsection 1.2, Scope of Services, Paragraph 1.2.3, Subparagraph 1.2.3.6, with the following:**



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- 1.2.3.6. Comply with New Hampshire Administrative Rules He-M 314 Rights of Persons Using Emergency Shelters  
[http://www.gencourt.state.nh.us/rules/state\\_agencies/he-m300.html](http://www.gencourt.state.nh.us/rules/state_agencies/he-m300.html) and ensuring that individuals understand their rights
4. Delete and replace Section 2, Notices, Subsection 2.2, Application Submission, Paragraph 2.2.2, with the following:
  - 2.2.2. **Late submissions that are not accepted will remain unopened. Disqualified submissions will be discarded if not re-claimed by the bidding Bidder by the time the contract is awarded. Delivery of the Proposals shall be at the Bidder's expense.**
5. Add Section 2, Notices, Subsection 2.2, Application Submission, Paragraph 2.2.4, with the following:
  - 2.2.4. **DHHS must receive the proposal by the time and date specified in section 3.3.1. and in the manner specified or it will be rejected as non-compliant. In limited circumstances where a deviation is minor, explainable, and has no material impact on the competition between the proposers, a deviation may be waived by the Department.**
6. Delete and replace Section 2, Notices, Subsection 2.4, Compliance, Paragraph 2.4.3.6, Subparagraph 2.4.6.6.2, with the following:
  - 2.4.6.6.2. Monitored on their Federal civil rights compliance using the Federal Civil Rights Compliance Checklist, which can be found in **the Vendor Contract Exhibits & Forms section of the DHHS website.**  
<https://www.dhhs.nh.gov/business/forms.htm>
7. Delete and replace Section 2, Notices, Subsection 2.4, Compliance, Paragraph 2.4.3.9, with the following:
  - 2.4.3.9. For guidance on completing the two steps in **Appendix C**, please refer to Bidder's Reference Guide for Completing the Culturally and Linguistically Appropriate Services Addendum of the RFA, which is posted on the DHHS website. <http://www.dhhs.nh.gov/business/forms.htm>